

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of May 12, 2008**

- I. **ROLL CALL** Chair Roger LeClair (absent), Selectmen Melvin Adams, Kenneth Johnson, Charles Morse, and Gregory Sanders. Also present were Manager Nanci Allard, Clerk Samantha Baraw, Warren Hagy (Lister), Zoning Administrator Michele Braun, Gary Cohen, Elizabeth Maier, and Steve Hatch (Lister).

Vice-Chair Johnson called the meeting to order at 7:00 p.m.

II. **APPROVAL OF MINUTES**

- a. **April 28, 2008 (Regular Meeting).** Motion by Selectman Morse, seconded by Selectman Sanders, to approve the minutes. One amendment: Section VI, d, to include that a site visit will take place soon. **Motion passed 4-0-0.**

III. **APPROVAL OF BILLS**

- a. **Warrant #23-08.** Motion by Selectman Morse, seconded by Selectman Sanders, to approve Warrant #23-08 in the amount of \$79,160.30. Selectman Morse wanted to share that the revote on the proposed Police Station cost approximately \$1500. **Motion passed 4-0-0.**

IV. **PUBLIC PARTICIPATION:** None.

V. **MANAGER'S REPORT**

a. **Status Reports: Various Projects:**

1. **Vermont Routes 12 and 12A Signage.** Manager Allard reported that the State is recommending some signs for wheelchair and distance signs near the Routes 12 and 12A intersection. The State will also put some up by Cumberland Farms and Grand Union. This project is moving forward.
2. **Water Project.** Work has begun in Northfield Falls and is going well.
3. **King Street Substation Upgrade.** As part of the upgrade, there will be a scheduled system-wide power outage on Thursday, May 15, 2008 from 9:00 a.m. to 11:00 a.m. If it rains, the outage will be pushed back one day.
4. **New Police Station.** Our engineering firm on this project, E.F. Wall, has started the permitting process.
5. **Merger Committee.** The Merger Committee will meet next Tuesday (05/20/08).
6. **Highway Subcommittee.** Manager Allard wanted to know if there should be a Highway Subcommittee meeting to discuss the fiscal impact of the difficult winter that we just went through and how to plan better for next winter. There was a discussion of the mat and gravel project. Manager Allard would like to know from the Board how far they should go – should they just patch as much as they can or should we go to a bond vote to pay for additional work. The Board would like a plan from Management before any decisions are made.
7. **Dog River Phase 2 Stream Geomorphic Assessment.** We are still waiting for the contract from the successful bidder for this project (Bear Creek Environmental).
8. **Northfield Planning Commission.** There currently is one vacancy on the commission. The Planning Commission is holding a Special Meeting this Wednesday (05/14/08) to interview the candidates. The Planning Commission will make a recommendation for appointment that will be forwarded to the Selectmen prior to their next regular meeting (06/09/08).
9. **Tax Mapping Project.** This project also is on schedule.

VI. **SELECTBOARD**

- a. **Grand Juror Appointment.** There were two applicants for the Grand Juror position (Gary Cohen and Elizabeth Maier). Both applicants were present, provided quick introductions of themselves and explained why they believe the position is important. The Board thanked the applicants for coming forward. The Board will discuss this matter later in executive session and make an appointment afterward.
- b. **Renewal of Personal Services Contract.** Motion by Selectman Morse, seconded by Selectman Sanders, to approve the renewal of the Personal Services Contract for Charlene Lathrop. **Motion passed 4-0-0.**

- c. **Safe Routes 2 School Signage Cooperative Agreement:** Motion by Selectman Morse, seconded by Selectman Sanders, to approve and sign the agreement. **Motion passed 4-0-0.**
- d. **Executive Summary: TDS Telecom Line Installation Request.** Motion by Selectman Morse, seconded by Selectman Adams, to approve the request. Selectman Sanders had several questions in regard to this request. Mr. Sanders is concerned that the cable is so close to the culvert; he is afraid that this will leave the Town open to liability if the cable happens to get cut. Selectman Sanders would like to have a policy regarding such concerns in the future. Motion by Selectman Morse, seconded by Selectman Sanders, to approve the request with the additional condition that buried warning tape must be placed. **Motion passed 4-0-0.**
- e. **Regular Meeting Cancellation (May 26, 2008).** This regular meeting will be cancelled due to the Memorial Day holiday. The next regular meeting will be held on Monday, June 9, 2008.
- f. **Status Reports: Various Projects**
 - 1. **Northfield Conservation Commission.** There was a reference in the minutes of the Commission's last meeting to the "Town Forest." Selectman Morse felt it important to clarify that this should be "Village Forest."
 - 2. **Summer Recreation Positions.** Applications for the pool positions (head lifeguard, lifeguard, etc.) are due this Thursday (05/15/08).
 - 3. **Monthly Financial Statement.** There was a discussion on the cost of heating the Historical Society building.
 - 4. **Municipal Pool.** The Water/Sewer crew has been up to the pool and they can't find the suspected leak in the pool; they now are thinking that it is in the pipeline.
 - 5. **Maintenance Person Position.** Selectman Johnson was concerned with the job description that was provided. He wants to be sure that the person can work in the garage after the municipal offices and library are shoveled out.
 - 6. **Tickler Report.** Selectman Adams will begin a tickler report for the Selectboard (just as Richard Suitor has been doing for the Village Trustees).
 - 7. **Bear Farm Road.** The Highway Subcommittee will visit the site to evaluate the drainage and erosion concerns and examine the base of the road where James Demasi worked within the Town right-of-way. The Board also asked the Manager to research the history of the road, provide mapping to show how the road has changed over time and has been affected by the recent work, etc.

VII. **PUBLIC PARTICIPATION:** Non-agenda items. None.

VIII. **EXECUTIVE SESSION:** Motion by Selectman Morse, seconded by Selectman Adams, to enter into executive session in order to discuss a legal and personnel matters. **Motion passed 4-0-0.**

The Board went into executive session at 8:13 p.m.

Motion by Selectman Morse, seconded by Selectman Morse, to come out of executive session. **Motion passed 4-0-0.**

The Board came out of executive session at 8:35 p.m.

Motion by Selectman Morse, seconded by Selectman Adams, to appoint Elizabeth Maier to the vacant position of Grand Juror. **Motion passed 4-0-0.**

Motion by Selectman Morse, seconded by Selectman Adams, to authorize the Zoning Administrator to begin legal proceedings to resolve a zoning issue. **Motion passed 4-0-0.**

IX. **ADJOURNMENT:** Motion by Selectman Morse, seconded by Selectman Adams, to adjourn. **Motion passed 4-0-0.**

The Board adjourned at 9:11 p.m.

Respectfully submitted,

Samantha H. Baraw

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.